

Electronic Voting System Moderator Procedures

At the First Session of Town Meeting

At the first session of a Town Meeting the Moderator recognizes the Voting Facilitator, a member of the Rules Committee, who will make the following motion:

I move that the Moderator **may** use an Electronic Tally and Display System to count votes whenever he/she determines that it would be appropriate. The Rules Committee recommends that the system be used when a counted vote is taken.

The Moderator then asks for a hand vote on this question. If this vote passes the Electronic Tally and Display System **may** then be used to count votes during any session of this Town Meeting.

At the Beginning of Each Session of Town Meeting

The Moderator tells the Town Meeting Members that when a vote is taken using the Electronic Tally and Display System each Town Meeting Member should press 1 for YES, 2 for NO, and 3 for ABSTAIN. A Town Meeting Member should only use the keypad assigned to them and not use another Town Meeting Member's keypad and vote for that person. When voting, be sure to vote early during the voting period so your vote will be registered. We will not make vote adjustments for late voters.

The Moderator also announces that during the voting period when an electronic vote is taken no WiFi devices should be used. Before Town Meeting Members go home each night they are to place their keypad in one of the boxes located at each exit door of the room.

The Moderator may call for a test vote using the Electronic Tally and Display System.

When a Motion is Made

When a Town Meeting Member makes an amendment to a motion or a resolution, the Moderator asks the Town Meeting Member for a copy of the motion in writing. The maker of the motion may use the Motion Information Form to provide the text of the motion. The Form indicates the date, the article number, the name and signature of the Town Meeting Member. It also may indicate the title of the motion (which will be displayed on the screen by the Voting Administrator when an electronic vote is taken), and the percent of Yes votes required for the amendment or resolution to pass.

The Moderator gives the Motion Information Form to the Voting Administrator who enters into the voting system the motion title and the percent of Yes votes required to pass. If no title is provided, the title can be 'Article number, Last name of the maker of the motion, Amendment/Resolution'. The percent to pass for an amendment or resolution is 50%.

When the Moderator is in doubt of a vote taken using raised hands or 7 Town Meeting Members request a counted vote the Moderator **may** announce that a vote will be taken using the Electronic Tally and Display System.

To Take an Electronic Vote

When the Moderator wants to take a vote using the Electronic Tally and Display System the Moderator asks the Voting Administrator to display the title of the question that will be voted upon (a motion under an article, an amendment to a motion, or a procedural motion).

The Moderator calls for an electronic vote by stating:

Will the Voting Administrator please display the motion title and enable voting.

During the voting period a count-down clock will be displayed beginning at 20 seconds and when 0 seconds is displayed the voting period is over. Then the Voting Administrator will then display the name of all Town Meeting Member with their vote. If any Town Meeting Member's vote was not recorded, the Town Member should raise a "Point of Order" and the Voting Facilitator will help resolve the problem. After any "Point of Order" is handled the Moderator asks the Voting Administrator to display the total of all votes. The Moderator then announces whether the motion has passed or failed.